

16 AUG 1974

DDI-2452-74

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy to the DCI for National Intelligence
Officers
General Counsel
Inspector General
Legislative Counsel

SUBJECT : Restrictions on the Use of
"Administrative Leave"

1. Circumstances occasionally require that an employee be removed from a duty status yet continue in a pay status until sufficient information is available to make a judgment on the disposition of his case. We have come to call these procedures "administrative leave."

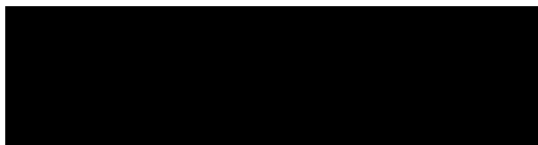
2. It is Agency policy to restrict the use of "administrative leave" to the essential minimum. In order to implement this policy, the following procedures are applicable:

a. Placing an employee in an "administrative leave" status requires the prior approval of the Director of Personnel.

b. In those cases in which the Director of Personnel considers the contemplated use of "administrative leave" to be excessive, he or his designated representative will consult with the Deputy Director or Office Head concerned as to the possibility of detailing the employee to other than his normal duties, or alternatively to consider the use of Annual Leave, Leave Without Pay, or Suspension as appropriate.

3. It is requested that if any key supervisor believes that circumstances warrant the removal of an employee from

duty status (but not pay status), he or his representative be advised first to discuss the case with the Director of Personnel, with a view to obtaining the necessary prior approval.



JOHN F. BLAKE
Deputy Director
for
Management and Services

STATINTL

cc: Director of Personnel
Administrative Officer, O/DCI

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1	Deputy Director for		<i>Be-loc BWP</i>		
2	Intelligence 7E 44, Headquarters				
3	<i>AC/MGT ST</i>				
4					
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APPROVAL		DISPATCH	RECOMMENDATION		
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FROM: NAME, ADDRESS AND PHONE NO.					DATE
Deputy Director for Management and Services					16 AUG 1974
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